



KIRKLAND MIDDLE SCHOOL PTSA 2018-2019 STANDING RULES PROPOSED 12/11/18

1. The name of this local PTA is Kirkland Middle School Parent Teacher Student Association (PTSA)2.8.77. It was chartered in October 1982. Its National PTA number is 00023130.
2. This PTSA serves the children in the Kirkland Middle School Community that includes the residences and businesses in the Kirkland Middle School enrollment area.
3. This PTSA was incorporated on December 29, 1982 and assigned UBI 601 853 413. The treasurer is responsible for filing the annual report.
 - a. Washington State PTA has been designated the registered agent for this PTSA with the Washington Secretary of State's Office.
 - b. The Employer Identification Number is in the legal documents' notebooks in the custody of the treasurer and secretary.
4. Kirkland Middle School PTSA is registered under the Charitable Solicitations Act, registration number 2493. The treasurer is responsible for filing annual registration by May 31 to avoid penalties.
5. This PTSA was granted tax-exempt status under Section 501(c)(3) of the Internal Revenue Code on February 1, 2001. A copy of the letter of determination is filed in the legal documents' notebooks maintained by the treasurer and secretary.
6. The treasurer, with assistance from the immediate past treasurer, is responsible for filing IRS Form 990, Form 990-EZ or Form 990-N prior to November 15. Copies of the current and past years' returns are the legal documents notebooks maintained by the treasurer and secretary.
7. Per the Washington State PTA Uniform Bylaws, we will annually complete the Washington PTA Standards of Affiliation agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.
8. Membership in Kirkland Middle School PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, community members, and any other persons that support and encourage the purposes of the PTSA.

- a. Students of Kirkland Middle School shall be considered honorary members of the PTSA without voice, vote, or the privilege of holding office to participate in gambling activities.
9. The dues for Kirkland Middle school PTSA membership shall be \$10 for a Kirkland Middle School staff membership, \$15 for an individual membership, and \$25 for a family membership to include two (2) adults. All paid members have a voice and vote at Kirkland Middle School PTSA membership meetings.
10. Adoption of the budget, adoption of standing rules, election of the nominating committee, reports of the financial review committee, and election of officers shall take place at membership meetings. There shall be an annual meeting of the membership to be held at a time and place fixed by the board of directors for the purpose of conducting business. Each member will be will receive written notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. Meeting notice will be given on the PTSA website and in the bi-weekly newsletter, Panthergram. At least 10 members must be present to conduct business.
11. The elected officers of the Kirkland Middle School PTSA shall be:
 - a. President
 - b. Vice-President #1 Communications
 - c. Vice-President #2 Student Programs
 - d. Vice-President #3 Ways & Means
 - e. Vice-President #4 Outreach
 - f. Secretary
 - g. Treasurer
 - h. Director of Advocacy
 - i. Director of Membership
 - i. Any elected position may be held jointly by two people. Each co-position holder shall be entitled to voice and vote at a board of directors meeting. In the event of co-treasurers, one treasurer may not be a signer on the bank account.
 - ii. The board of directors of this PTSA shall consist of the elected officers and also constitutes the executive committee.
 - iii. Vice-President #1 will fill the duties of the president in her absence. Followed by the other vice-presidents in numerical order.
 - iv. The board of directors will meet monthly on a date and time to be determined by the board. Each board member shall receive written notice of the place, date, and time of the meetings not less than ten nor more than fifty days prior to the date of the meeting. Quorum for meetings is a majority of the sitting board. A monthly meeting can be waived by a majority vote of the sitting board.
12. Our PTSA will comply with the training requirements necessary to remain in good standing, as specified in the most current WSPTA Standards of Affiliation Agreement. All elected officers shall maintain documentation they satisfied training and submit copies of these documents to the secretary.

13. Voting for officers or nominating committee positions may take place at a membership meeting, by mail, or by electronic transmission. If voting takes place by mail or electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the timeframe identified in the notice of the meeting.
14. This PTSA shall approve its annual operating budget prior to July 1 of each year. The board of directors has authority to reallocate up to \$2,000 budgeted for one purpose to another purpose.
15. Legal documents notebooks shall be maintained by the treasurer and secretary. Copies are to be made and maintained in a legal documents file on google docs.
16. A financial review committee with a minimum of 3 members appointed by the president, will review the financial books twice a year. Members of the committee shall not include the treasurer, or any person authorized to sign on the PTSA bank accounts for the period that is being reviewed, or any individual living in their households.
 - a. A mid-year review of the first six months shall occur in January.
 - b. A close of the fiscal year review will occur in July.
17. Kirkland Middle School PTSA shall establish one or more accounts in financial institutions as determined by the board of directors. Any checking account will require the signatures of at least two elected officers to make a withdrawal.
 - a. The board of directors shall determine which officers shall have signing authority on the PTSA checking account.
 - b. The board of directors shall appoint a member to review the monthly financial institutions. The reviewer shall promptly report to the board of directors any concerns or discrepancies identified in the review. The reviewer will complete the Non-Signer Review of Bank Statements document provided by the WSPTA.
18. This PTSA is a member of the Lake Washington PTSA Council 2.8 and has 4 votes on council business. The President shall submit to the council the names and positions of the four voting delegates and two alternates, as determined by the board of directors.
19. Kirkland Middle School PTSA will send as many voting delegates for the WSPTA convention as the budgeted amount can support. All delegates for the WSPTA convention shall be selected by the board of directors. Registration and hotel shall be paid for by the PTSA. The maximum number of voting delegates allowed for the PTSA is outlined in the WSPTA Uniform Bylaws.
20. The Kirkland Middle School PTSA will send as many voting delegates to the WSPTA legislative assembly as the budgeted amount will sustain. Registration, hotel, and WSPTA meals shall be paid by the PTSA. The Advocacy Chair for the PTSA will be one of the voting delegates representing the PTSA at the legislative assembly, the rest of the voting delegates (up to a maximum number allowed for the PTSA under the WSPTA Uniform Bylaws) will be determined by the board of directors.

21. No member of the Kirkland Middle School PTSA board of directors should serve more than two consecutive years in the same position.
22. The board shall maintain policies for money handling and reimbursements. These policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.
23. The following awards may be presented annually in June:
 - a. One or more Gold Acorn Award to outstanding PTSA volunteer(s).
 - b. One or more Outstanding Educator Award to an outstanding Kirkland Middle School staff member(s).
24. A Committee appointed by the board of directors shall select the recipients. The Committee, with the approval of the board, will determine the number of recipients.